



Job Opportunity

State Controller's Office

Position: Word Processing Technician (2 Positions)

Statewide

Location: Division of Audits
300 Capitol Mall, Suite 518, Sacramento, CA 95814

Issue Date: July 20, 2000

Final Filing Date: Until Filled

Contact/Telephone:
Jan Goto, (916) 445-0056

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-640-1181-007
051-641-1181-008

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With direction provided by a Senior Management Auditor, the incumbent performs a variety of complex jobs using a personal computer and Microsoft software. This work includes but is not limited to:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Keyboarding draft and final versions of complex and lengthy audit reports requiring one or more revisions using a personal computer. Proofreading both submitted, unedited data and information already processed and making required corrections in spelling, grammar, and punctuation. Formatting submitted material. Producing desired hard copies of keyed material.
- Identifying processes and storing and retrieving information; and keeping records of all assignments and completed work.
- Processing special/annual projects such as the K-12 Audit Guide, manuals, directories, catalogs, correspondence, and statistical tables.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Audits

300 Capitol Mall, Suite 518

Sacramento, CA 95814

Attn: Jan Goto